



Borough of Chambersburg

Celebrating 50 years of consumer owned gas service
and over 100 years of consumer owned electric service

REQUEST FORM VOCATIONAL TRAINING/TUITION ASSISTANCE

BOROUGH OF CHAMBERSBURG

DATE 7/13/09

PERSONNEL DEPARTMENT #09-226

EMPLOYEE NAME

Jeffrey Stonehill #317

TYPE OF TRAINING:

DEPARTMENT

ACADEMIC ()

POSITION

Manager

HIGH SCHOOL ()

TITLE OF TRAINING

Icma Annual Conference

CONVENTION ()

TRAINING SPONSOR

Icma

CONFERENCE (✓)

ADDRESS

SEMINAR ()

LOCATION OF TRAINING

Montreal, Canada

COLLEGE ()

OTHER _____

DATE OF TRAINING:

BEGINS

9/13

ENDS

9/14

DATE TIME

DESCRIPTION OF TRAINING AND ITS RELEVANCE TO EMPLOYEES JOB:

Per Employment Agreement

EXPENSES	COMPANY NAME	METHOD PYMT	ESTIMATE COST	ACTUAL COST
REGISTRATION				<u>1,107.00</u>
LODGING				
MEALS				
TRANSPORTATION				
OTHER				

TOTAL

ACCT# 70188 % 100

EMPLOYEE SIGNATURE

[Signature]

SUPERVISOR

DEPARTMENT HEAD

PERSONNEL DEPT

William J. McLaughlin

MANAGER/COUNCIL

pd. - we reimbursed Middletown

100 S 2nd Street, Chambersburg, Pennsylvania 17201-2512

Telephone (717) 264-5151 • Fax (717) 264-0224

<http://borough.chambersburg.pa.us>



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Expense and Mileage Report

The Borough policy provides that employees who attend training may be reimbursed for actual expenses. An itemized expense form with receipts attached must be submitted to the Borough Secretary upon your return from training.

NAME Jeffrey Stonehill

DEPARTMENT Administration

PURPOSE OF EXPENSES (Date and Details): ICMA International Conference in Montreal
Que, Canada 9/11-9/17/2009

TRANSPORTATION

Car (⁵²⁵ \$.55 per mile – 01/01/09)	1,106 miles	\$ 580.65 \$608.30
Tolls (attach receipt)		
Parking (attach receipt)	included on hotel folio	

HOTEL ROOM

\$1,309.27

MEALS (attach receipts)

9/11	IGA	\$ 58.00
9/11	Le Pierrot Express	\$ 114.71
9/12	Papillon Bleu	\$ 46.25
9/12	Franxsupreme	\$ 11.44
9/13	on hotel folio	\$ 0.00
9/14	Café Prince Arthur	\$ 88.33
9/15	Bateau Mouche	\$ 51.92
9/15	Creperie Suzette	\$ 73.80

TIPS

OTHERS (please list on back)

LESS SPOUSE (AND CHILDREN EXPENSES)

Room \$ -0-	There was no additional occupancy room charge for family
Meals \$ 111	- \$ 111.00

TOTAL EXPENSES \$ 2,251.02

LESS ADVANCE

- \$ 0.00

TOTAL DUE

~~\$ 2,251.02~~
\$2223.37


Signature

9/22/09
Date